

Cowlitz County

Job Description

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Engineer III - Utilities

FLSA: Exempt

Department: Public Works

Union Affiliated: No

Reports to: Utilities Manager

Pages: 1 - 3

General Position Summary:

This position supervises and performs preliminary engineering services for Public Works projects in the Utilities division, including planning and design. Assist manage county owned or operated water/wastewater treatment facilities, water distribution systems, wastewater, reimbursable work for Diking and Drainage Districts in the area of stormwater collection and disposal, dikes and levies. Supervise the staff in or assigned to the Utilities division.

Essential Duties and Responsibilities:

1. Assist in planning and implementing the comprehensive flood control master plan for the county and districts.
2. Oversee the maintenance and operations of the county and district flood control facilities, water supply facilities, wastewater treatment and disposal facilities.
3. Supervise the staff in or the staff assigned to Utilities including, overseeing and directing daily work activities, coordinate division's resources, assign work and projects, determine daily work priorities, conduct or coordinate training, motivation, counseling, involvement in the hiring process, evaluation and discipline.
4. Develop and maintain records and schedules such as the water distribution and sewer system records.
5. Develop engineering planning and specifications for utilities and other projects. Meet contractors, consultants and others to plan and coordinate projects, obtain or provide design information, and resolve design problems.
6. Prepare and present written and oral reports.
7. Develop, implement and oversee procedures for operations and maintenance of systems to ensure adequate water supplies, safe and efficient removal, treatment and disposal of liquid waste.
8. Develop and recommend procedures to operate under emergency conditions.
9. Investigate, resolve and respond to citizen's complaints.
10. Order essential materials and supplies required for operations.
11. Assist in the preparation of the annual budget for the division.
12. Oversee and coordinate the professional development of the staff. Offer consultation and guidance to the staff.
13. Conduct regular staff and project meetings. Encourage staff involvement and contribution of ideas.
14. Attend to management meetings, as well as other meetings as assigned.

Other Duties:

1. Perform other duties and projects as assigned.

Minimum Qualifications:

1. Bachelor's degree in civil engineering. Possess and maintain a Professional Engineer License from the state of Washington or a state having reciprocity with Washington. Must obtain reciprocity licensing within six months of employment.
2. Four (4) years of experience in engineering projects in wastewater, stormwater, and diking; and broad base experience in civil/public engineering with structural, surveying and geotechnical knowledge.
3. Possess and maintain a valid driver's license.

Required Skills and Abilities:

1. Handle and attain the essential job functions independently as well as being able to work well in a team environment.
2. Establish and maintain effective working relations with employees, other county employees, other agencies staff, sub-contractors, and citizens. Effectively relay instructions, explanations, and provide training.
3. Skilled in modern supervision practices and techniques.
4. Able to organize and prioritize in order to effectively work in a multi-task and busy work environment with demands from multiple sources and projects. Efficiently work in a demanding and political environment.
5. Professionally proficient oral and written communications skills. Make effective presentations to a single and large group audiences, and to diverse audiences.
6. Possess research skills, ability to analyze data, and arrive to conclusions. Able to make recommendations and propose plans of action, even with controversial issues.
7. Able to exercise judgment and discretion of sensitive or confidential matters.

Equipment or Tools:

1. Safely operate a motor vehicle.
2. Use and operate standard modern office equipment, including a personal computer and word processing, database and spreadsheet software.
3. Use and operate equipment and tools commonly used in the trade as they relate to the required experience listed.

Job Scope:Level of Supervision Received:

Works under minimal supervision, except for unusual or new projects or while on training. Must provide regular status reports.

Level of Supervisory Responsibilities:

Supervisory duties over the staff in or assigned to Utilities, directing and overseeing personnel daily activities, assign work, and shift resources. Involved in the hiring, evaluation and discipline of staff.

Contact/Communication with others:

Extensive written and oral contacts, in formal and informal form. Contacts will occur with own division and department staff, other county department staff, other outside local public and private agencies, interested parties, sub-contractors, and citizens.

Decision Making Capacities:

Extensive decision making latitude within the scope of the essential duties, following established policies and practices, and legal mandates. Common sense and good judgement must be applied to unusual or out of job scope issues come up; and clearance or approval must be sought.

Working Conditions:

1. May require work hours in excess of 8.0 hours per day or 5 days per week, and called to work during emergencies.
2. May need to work under all types of climates and weather conditions, both indoors and outdoors. Exposed to environmental conditions such as raw sewage and chemical exposure.
3. May require travel for training purposes and commute to other departments or government agencies.
4. Observe, abide, and set example, of all county and department policies, procedures, goals, and objectives.
5. Able to work well and complete duties under stress, and deadlines, while attending to multiple duties simultaneously.
6. Tolerate prolonged computer related exposure. Ability to sit/stand at a workstation for long periods of time.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing			X		
Walking			X		
Climbing		X			
Sitting				X	
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.			X		
Lift/Carry up to 30 lbs.			X		
Lift/Carry up to 50 lbs.		X			
Push/Pull up to 25 lbs. of exertion			X		
Push/Pull up to 50 lbs. of exertion		X			
Work below waist level		X			
Work at waist to shoulder level			X		
Work above shoulder level		X			
Reach further than arm's length		X			
Fingering				X	
Grasping / Holding			X		
Talking					X
Hearing					X
Seeing					X
Work in confined spaces	X				
Exposed to extreme temperatures		X			
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing		X			
Use/exposed to hazardous substances			X		

02/01/02, 09/15/03

Last Revision Department Head _____

Incumbent _____

Date _____